



BILL HASLAM
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
6TH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0380

KEVIN HUFFMAN
COMMISSIONER

MEMORANDUM

TO: Special Education Supervisors

FROM: Terry Long, Office of Special Education, Director of Data Services

SUBJECT: End of Year Report (2011-2012) and February 1, 2012 Court Report for Districts **(Abbreviated Version with instructions for report production in EasyIEP/EasyCENSUS)**

DATE: April 10, 2012

It's nearing the end of the school year once again, which means it will soon be time to prepare and submit the End of Year Report and the February Court Report described in this report packet. The End of Year Report should be provided in accordance with your approved Comprehensive Plan for Providing Special Education Services for 2011-2012. This report includes the activities carried out with IDEA Part B funds and Preschool Grant funds. The information in parentheses after each report section listed below indicates how the report is to be completed – that is, by either manually completing the attached form or generating the report from the Report tab in EasyIEP.

The following are required for the February Report Court Report:

- A. Status of Service Court Report (EasyIEP)
- B. Inappropriately Served Court Report (EasyIEP)
- C. Students Suspected of Being Disabled **(COMPLETE ATTACHED FORM or form downloaded from EasyIEP)**

The following tables are required for the End of Year Report:

Table 1 – End of Year Frequency Report (EasyIEP)

Table 2 – Personnel Employed (EasyIEP)

~~Table 3 – Child Find 3 – 21 Years, Early Childhood Transition & Preschool Service Delivery~~ **(TABLE 3 has been removed from this report packet – Early Childhood Transition data will be compiled by the State)**

Table 4 – Report of Children with Disabilities Ages 14-21 Exiting Report (EasyIEP)

What to Send: One signed copy of the entire End of Year Report (Tables 1, 2, and 4) and the February Court Report (Sections A, B, and C). Please attach the enclosed signature sheets or the TN Cover Pages from EasyIEP.

Where to Send: ***MAIL THE SIGNED ORIGINAL TO:***

Terry Long, Director of Data Services
Tennessee Department of Education
Division of College and Career Readiness
Andrew Johnson Tower, 7th Floor
710 James Robertson Parkway
Nashville, TN 37243-0380

When to Send: **Mail on or before June 30, 2012**

For Assistance Contact: **Questions about reports** – Tables 1, 2, and 4 or February Court Report -- Terry Long at terry.long@tn.gov or (615) 532-3262

ATTENTION: Please compare this year's data (2011-12) with last year's data (2010-11). If we find a large discrepancy in the data (15-20%), we will contact you for justification. It is very important that your district's completed End of Year Report packet is mailed to the State Department of Education by June 30, 2012.

INSTRUCTIONS FOR COMPLETING THE END OF THE YEAR REPORT USING EASYIEP

Step 1: All data must be up to date in EasyIEP prior to running the February Court Report and End of the Year Report. If you have questions regarding what data must be in EasyIEP prior to running any report, please refer to the EasyIEP Year-End Closeout And New Year Start-Up Procedures document.

Step 2: Log on to your EasyIEP website. On the Main Menu page, click on the School System tab.

Step 3: Click on the Reports tab. All Federal, State, Local, and Miscellaneous Reports are located under the Reports Tab

The reports are color coded.

RED – Federal Reports	Report Date:
1. Personnel Report Table 2 (PDF) New 09	12/01/2011 (Federal reporting requirements state that this report must be run for the same date as Tennessee's IDEA Child Count, Dec. 1st)
2. Exited Students Report Table 4 (PDF) New 09	Report Begin Date: 07/01/2011 Report End Date: date of the day you are generating the report (or 06/30/2012) Student Active Date: 07/01/2011

BLUE – State Reports	Report Date:
1. TN - End of Year Frequency Report (EOY Table 1)	Enter the last Student Instructional Day of your school district calendar for 2011-2012
2. Status of Service Court Report (PDF)	2/01/2012
3. Inappropriately Served Court Report (PDF)	2/01/2012
4. Students Suspected of Being Disabled (PDF)	2/01/2012
5. TN Cover Page (PDF) Print these signature pages from EasyIEP <u>OR</u> use pages 5 and 7 included in this packet. Print one cover page for the Court Report and one cover page for the Federal Data Report.	For Date of Census, enter date of the day you are generating the report (or 06/01/2012) For Date Due, enter 6/30/2012

Step 4: Click on the name of the report you would like to run.

Step 5: Enter the required dates for state and federal reporting listed above.

Step 6: Click Generate Report. The following message will appear after you click Generate Report:

Your report is number 2 in line for generation.

An e-mail will be sent to “**your email address**” when it is complete.

You will find your report in the Saved System Reports section at the bottom of the Reports page when it is completed

To review your report, click on the Report after it appears in the Saved Reports section. Each report should then be printed.

FOR FEDERAL TABLES 2 and 4 – TO REVIEW THE DETAILED STUDENT AND PERSONNEL INFORMATION IN THE PDF version of these federal reports, go to the Report page in EasyIEP and generate the “Details” version of both reports. Please confirm that all directly employed and contracted personnel who fit the federal Personnel Report (Table 2) definitions and were serving students in your district on December 1 are included in your federal Table 2 report. Please confirm that all exiting students with IDEA-defined primary disabilities are counted properly in the report. Students with “state-only” primary disabilities (Intellectually Gifted and Functionally Delayed) are not included in the federal Table 4 report. If you must correct any errors, re-run the report after errors have been corrected. For more detailed information about these federal reports, go to <https://www.ideadata.org/PartBForms.asp> and click on the federal data collection form for a school year. Detailed definitions for the federal reporting categories for both of these federal reports are found on the first several pages of these on-line documents.

Note: Once the report is generated, you should permanently save a copy on your computer. To save the report to your hard drive, move your mouse over the file you wish to save and right click the on your mouse. Then click on the option of “Save As” on the menu that appears on your screen. Save the file in the desired folder on your hard drive with the Report name and date you ran the report. (Example: Personnel Report 2012)

Step 8: Run the **Students Suspected of Being Disabled**. Enter the Census Date (2/01/2012) and Due Date (6/30/11), then click Generate Report. Print and manually complete the **Students Suspected of Being Disabled** report.

Step 9: Run the TN Cover Page and enter the Date of the Census (date of the day you are generating the report 6/01/2012) and the Due Date (6/30/2012). Run signature (cover) pages for both the **Federal Data Report** and **Court Report**.

OR

Use the Report Signature pages in this report form packet.

Step 10: Review and validate all reports. Have the Director of Schools review reports and sign the cover sheets attesting to the accuracy of the reports. Mail the signed copy of the End of the Year and February 1 Court Reports to the State on or before June 30, 2012.

IMPORTANT NOTES:

1. STUDENT AND PERSONNEL LEVEL DETAILS REPORTS

- a. To check to see which personnel employed to provide services to students with disabilities are included or not included in your federal Personnel Report, please run the 'Personnel Report Table 2 (txt) Details' report.
- b. To check to see which students are included or not included in your federal Exited Student Report, please run the 'Exited Student Report-w/ details(txt) 09' report

2. TABLE 5 - REPORT OF CHILDREN WITH DISABILITIES SUBJECT TO DISCIPLINARY REMOVAL

has been removed from this report packet. Student discipline data for this report is entered into your district's Student Information System (SIS) by personnel in your district. The information from your district SIS package is extracted and submitted to the State via the Education Information System (EIS). The data for disciplinary actions for students with disabilities will be summarized from EIS. Any changes that need to be made to the discipline data for student with disabilities must be made in your SIS package and extracted to EIS. State Report Card (Indicator 4) and the State's federal Annual Performance Report use the discipline data from EIS for students with IDEA defined primary disabilities.

3. TABLE 7 - END OF YEAR REPORT FOR GIFTED

has been removed from this report packet. The Division of College and Career Readiness, Office of Special Education will collect this data in another report format due on or before June 30th. Your school district will receive further guidance about this report from the state Director of Gifted Services, Karen Willis.

FEBRUARY 1, 2012 COURT REPORT

OF

CHILDREN AND YOUTH WITH DISABILITIES

Submit on or before June 30, 2012

Please return the attached forms to:

**Terry Long
Tennessee Department of Education
Division of College and Career Readiness
7th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0380**

I hereby certify that the information provided on the following forms is accurate and represents an unduplicated count of all children youth with disabilities. Documentation is available for review to support this data.

District Name

Director of Schools Signature

Date

District Code #

Date of Census: February 1, 2012
Date Due: June 30, 2012

School District

C. CERTIFICATION

STUDENTS SUSPECTED OF BEING DISABLED

For each age please provide an unduplicated count of all persons who have been screened and referred for special education services but have not yet been evaluated.

Age	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
Count																							0

For each age please provide an unduplicated count of all persons who have been evaluated for a disability but have not yet been determined to be eligible for special education services.

Age	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
Count																							0

The above information is accurate and represents an unduplicated count of all persons in this agency who were suspected of being disabled.

END OF THE YEAR DATA REPORT
FOR
CHILDREN AND YOUTH WITH DISABILITIES

Submit on or before June 30, 2012

Please return the attached forms to:

**Terry Long
Tennessee Department of Education
Division of College and Career Readiness
7th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0380**

I hereby certify that the information provided on the following forms is accurate and represents an unduplicated count of all children youth with disabilities. Documentation is available for review to support this data.

District Name

Director's Signature

Date

District Code #